Job description

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| Job title | IBA Underwriting Accounts Technician |
| Employment type  | Full-Time | Permanent |
| Reporting to | IBA Manager |
| Working hours | 9.30am – 5.30pm - Monday to Friday (Role requires out of hours work) |
| Location | 85 Gracechurch Street, London EC3V 0AA |
| Salary | £ Competitive |
| Bonus | Discretionary Bonus Plan  |

CFC Benefits include 25 days holiday, Private medical insurance (plus dental and Optical cashback benefit), Life insurance scheme, Income protection scheme, Pension plan, Season ticket loan, Subsidised gym membership, 24/7 employee assistance programme and dress down Fridays. CFC social events include summer party weekend, Halloween and Christmas parties.

About CFC

CFC is a specialist insurance provider and a pioneer in emerging risk. With a track record of disrupting inefficient insurance markets, CFC uses proprietary technology to deliver high-quality products to market faster than the competition while making it easier for brokers to do business. Our broad range of commercial insurance products are purpose-built for today’s risks, and we aim to give our customers everything they need in one, easy-to-understand policy.

Headquartered in London and backed by Lloyd’s, CFC serves more than 70,000 businesses in over 80 countries. We’re privately held and growing faster than any of our competitors in the market.

Although insurance is a serious business, our culture isn’t too corporate and we never take ourselves too seriously. We are ‘one-team’ and enjoy a culture of openness and encouragement. We invest heavily in the learning and development of our people and enjoy a fast paced working atmosphere that is friendly, supportive, and fun.

Role definition

This role will support the IBA Manager in achieving company objectives for market settlements and associated administrative processes.

The IBA team handle in excess of 150,000 underwriting transactions, which represents an average 39% increase per annum since 2010.

Key responsibilities & Accountabilities

* Paid declaration issuance – Ensuring paid declarations are issued and settled to our Binding Authority Brokers in accordance with the terms of the binder.
* Obtaining resolution to any queries that arise from submission and payment
* Ledger maintenance – Ensuring cash is applied accurately and resolving queries where appropriate
* Production and submission of LPANs and appropriate documentation to enable settlement of premium via Xchanging.
* Ensure legacy items and unallocated cash are reduced to a minimum, either by way of correcting processing errors or submitting on paid declaration
* Processing amendments into out accounting system, Brokasure Desktop, to reflect CFC’s in house policy processing system
* Provide support to the IBA Manager as required

Skills & Ability

* High level of attention to detail.
* Ability to work effectively in a team.
* Ability to prioritise where necessary identifying and maintaining tight deadlines.
* Accurate numeracy skills.
* Confident, energetic and assertive.
* Excellent verbal and written communications skills.
* Adaptable and flexible to function and system changes.

Knowledge & Experience

* Understanding of IBA accounting within the Insurance industry.
* Working knowledge of Lloyds taxation and regulatory requirements.
* Computer literate with strong skills in Outlook, Word and Excel.
* Brokasure Desktop experience desirable but not essential.
* Experience of multicurrency desirable but not essential.

Education & qualifications

* No specific requirements

Our Core Values



The information contained within this job description is not intended to be an all-inclusive list of the duties and responsibilities of the role. The role holder may be required to perform other related duties as assigned. CFC Underwriting Limited may at its discretion, assign or reassign duties and responsibilities as appropriate.